Info to Out-of-Home Care Providers – Part A & Part B

The Info to Out-of-Home Care Providers provides a way for workers to document the information needed for the templates that are required to be sent to all out-of-home care providers.

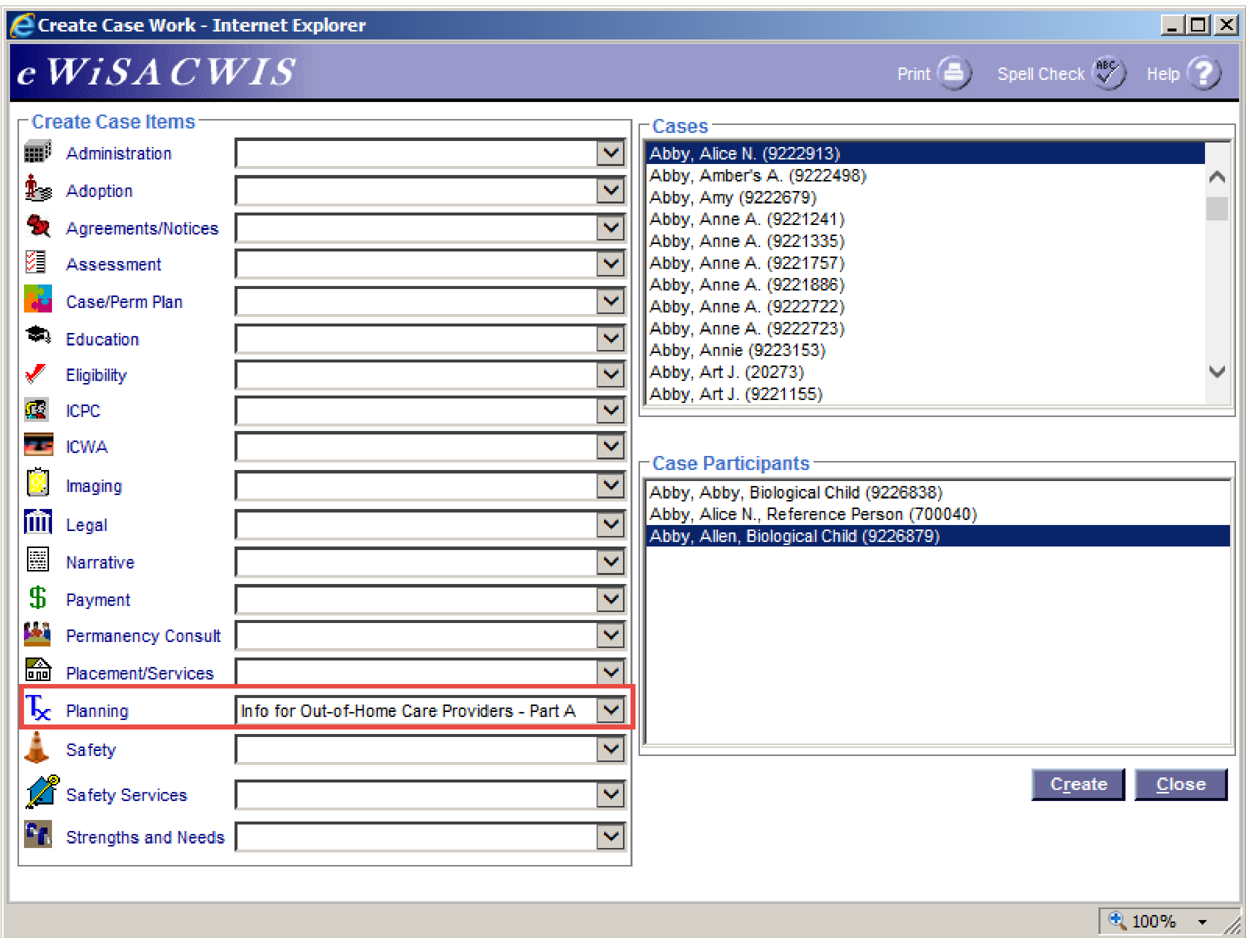
Creating Part A

1. From the desktop, go to Create > Case Work or click the Case Work button. 

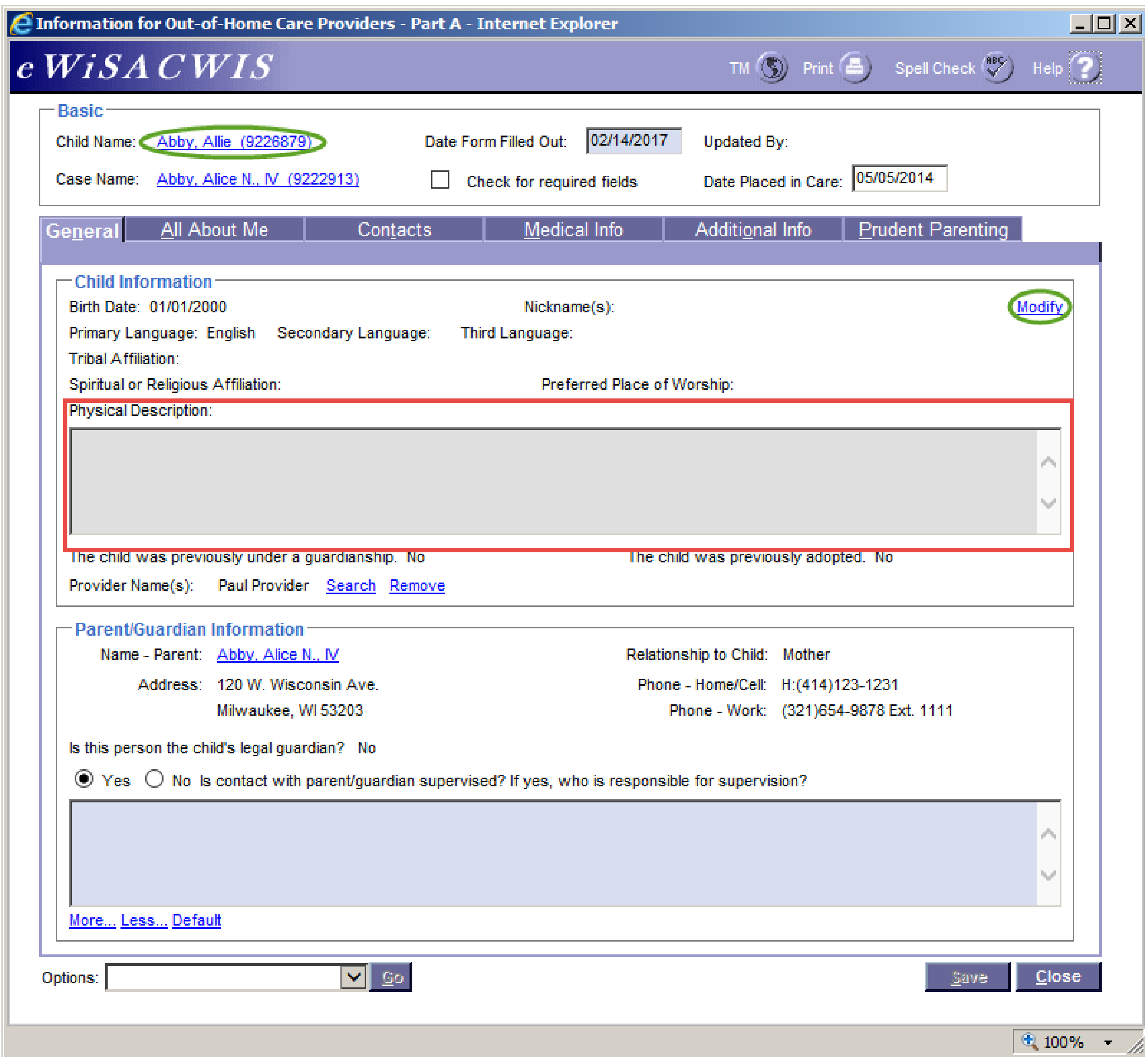
This will open the Create Case Work page.

2. On the Create Case Work page, select Info for Out-of-Home Care Providers – Part A from the Planning drop-down. Click the appropriate Case and the Case Participant. Click Create.

Note: Only one page is created per child. If the child changes placement, the worker should update the page to reflect any additional/updated information. Part A can be created independently from Part B.

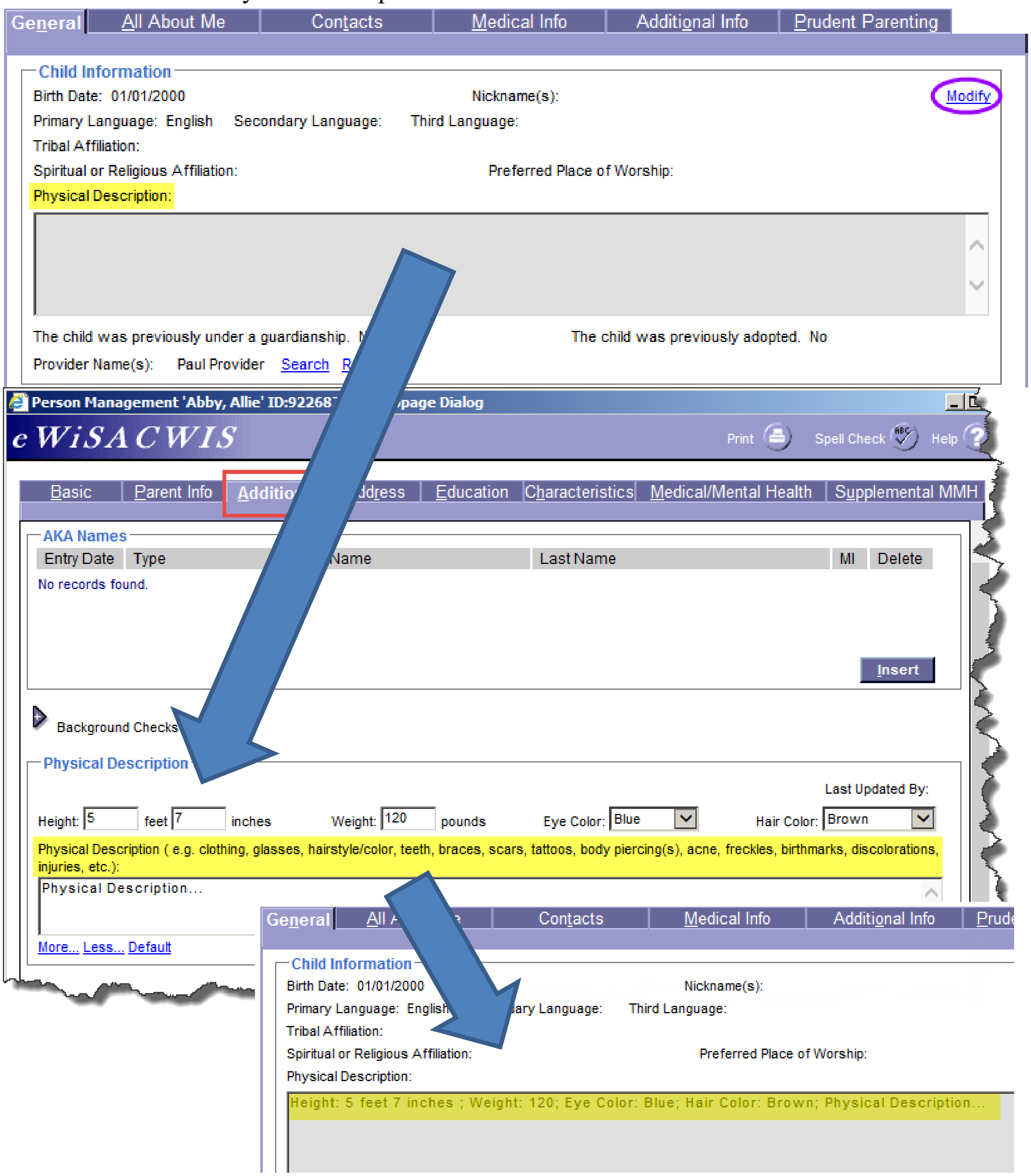


3. Creating the 'Information for Out-of-Home Care Providers – Part A' opens a new page as shown below.
4. Information on each tab is either user-entered or prefilled. Prefilled fields that are disabled (not editable) pull from Person Management for the child. Prefilled fields that are enabled (editable) pull from the most recent pending or completed Family Interaction Plan. To update any information in fields that are disabled (e.g. Physical Description), the worker will need to access and update it via Person Management. Information in fields that are enabled can be edited directly on the online page.
    a. To access the child's Person Management page, click the Child Name hyperlink in the Basic groupbox at the top of the page or click the 'Modify' hyperlink in the groupbox where the identified change is needed.

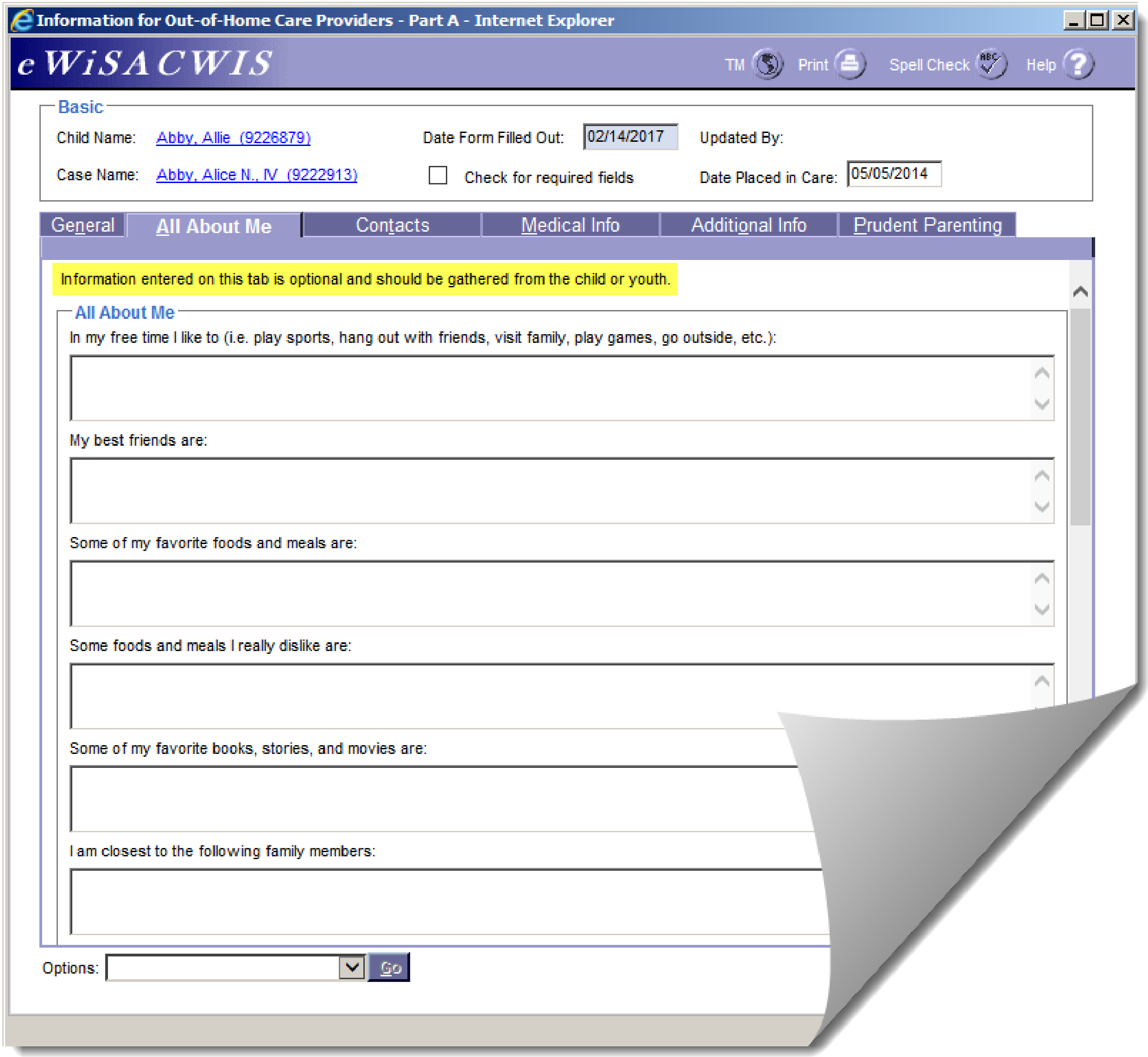


5. To update the ‘Physical Description’ go to the Additional tab on Person Management.

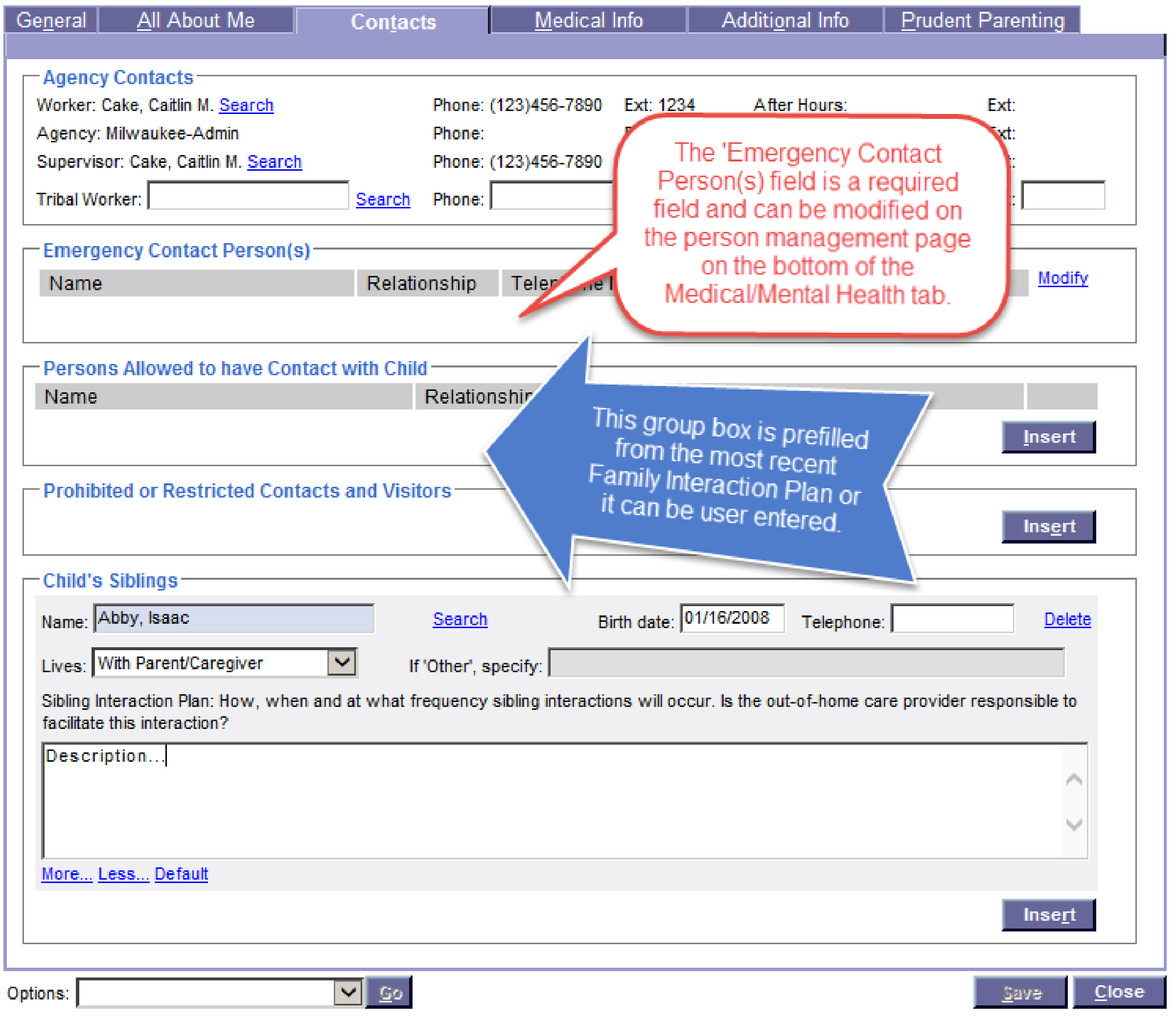
Note: The Height, Weight, Eye Color and Hair Color fields on the Additional tab will also prefill as static text in the ‘Physical Description’ box on the General tab on Part A.



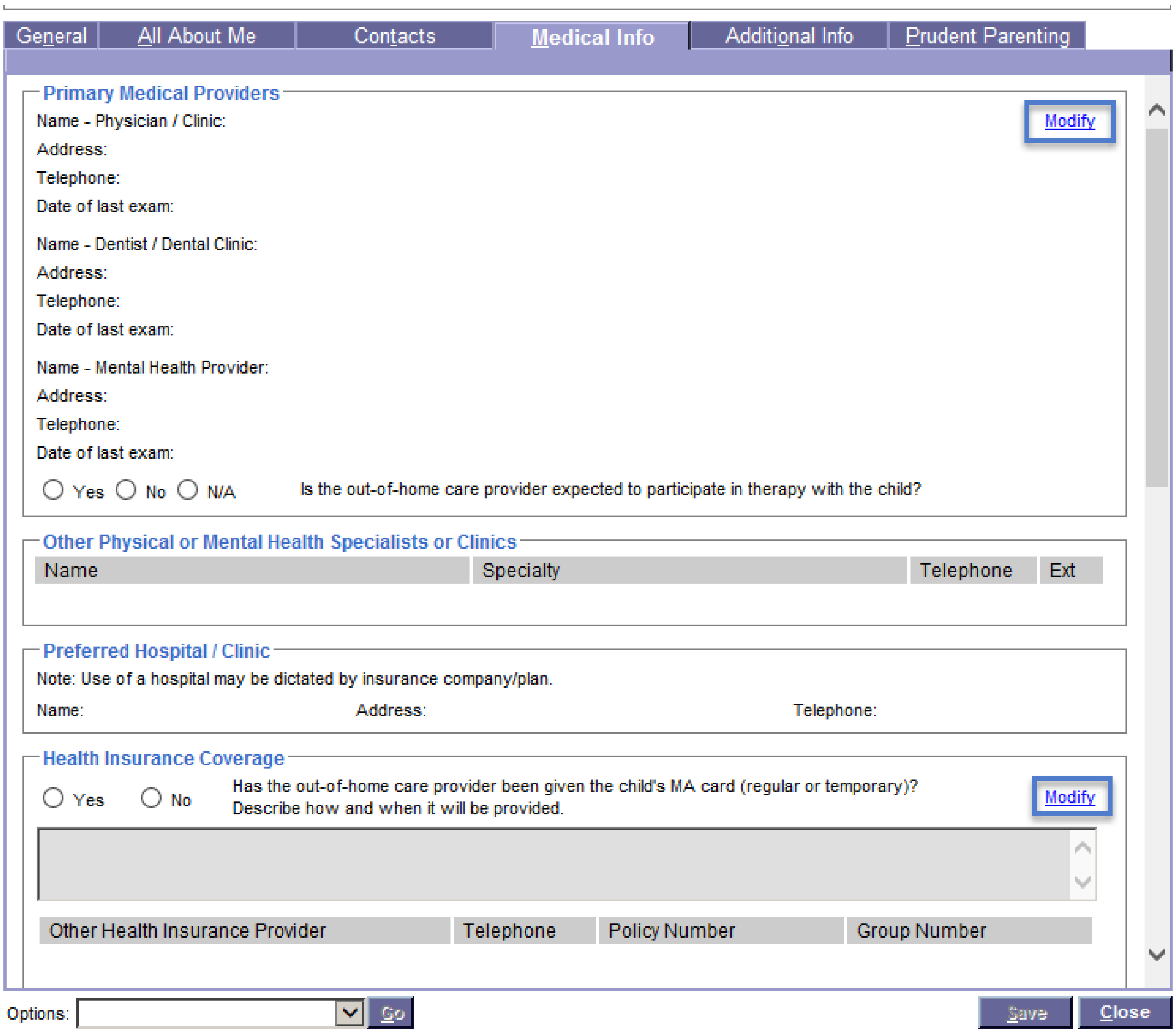
6. The entire 'All About Me' tab is optional and user-entered. The information to complete this tab should be obtained from the child/youth.



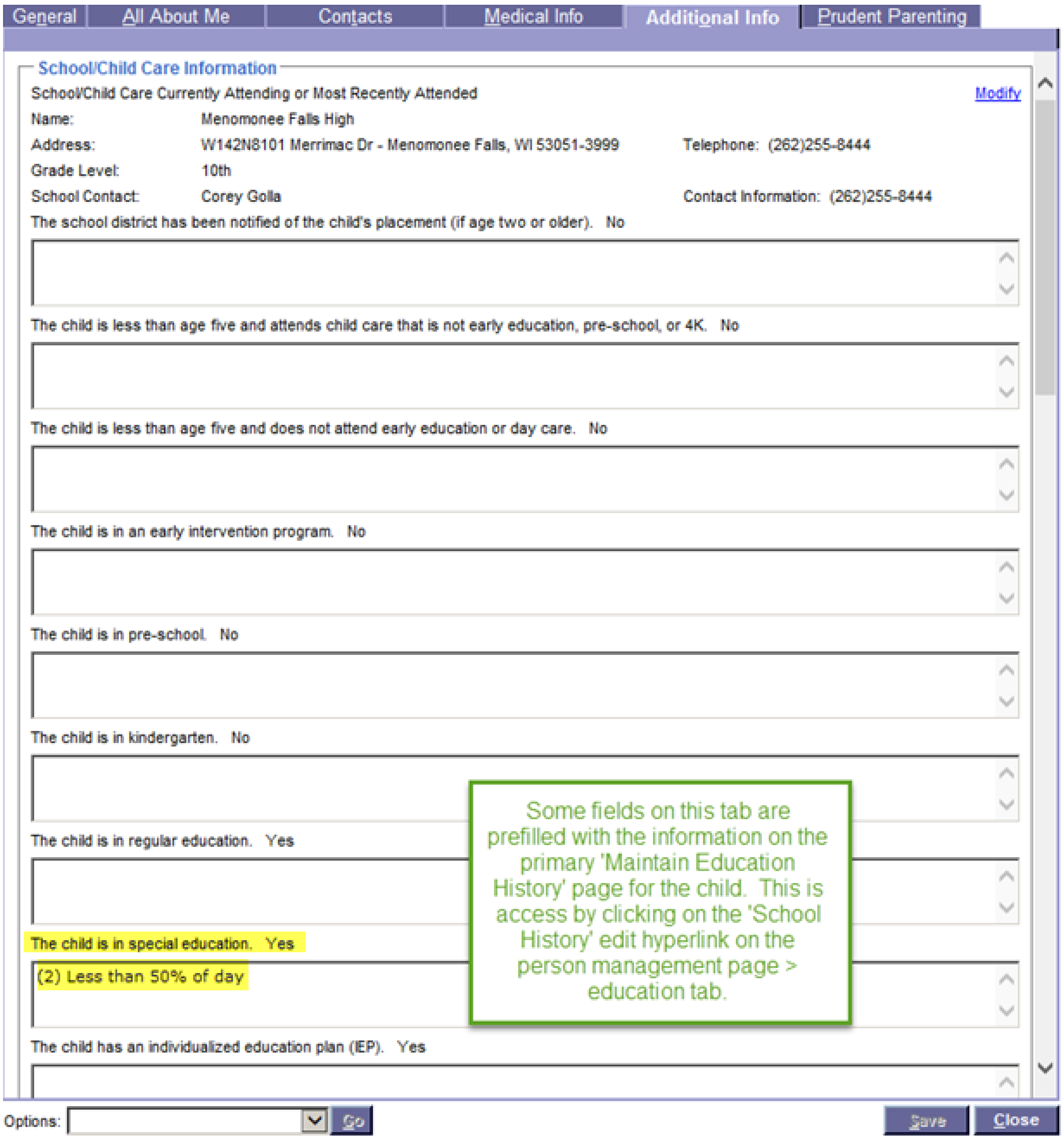
7. The information on the ‘Contacts’ tab is obtained from both Person Management and the most recent Family Interaction Plan (pending or completed).



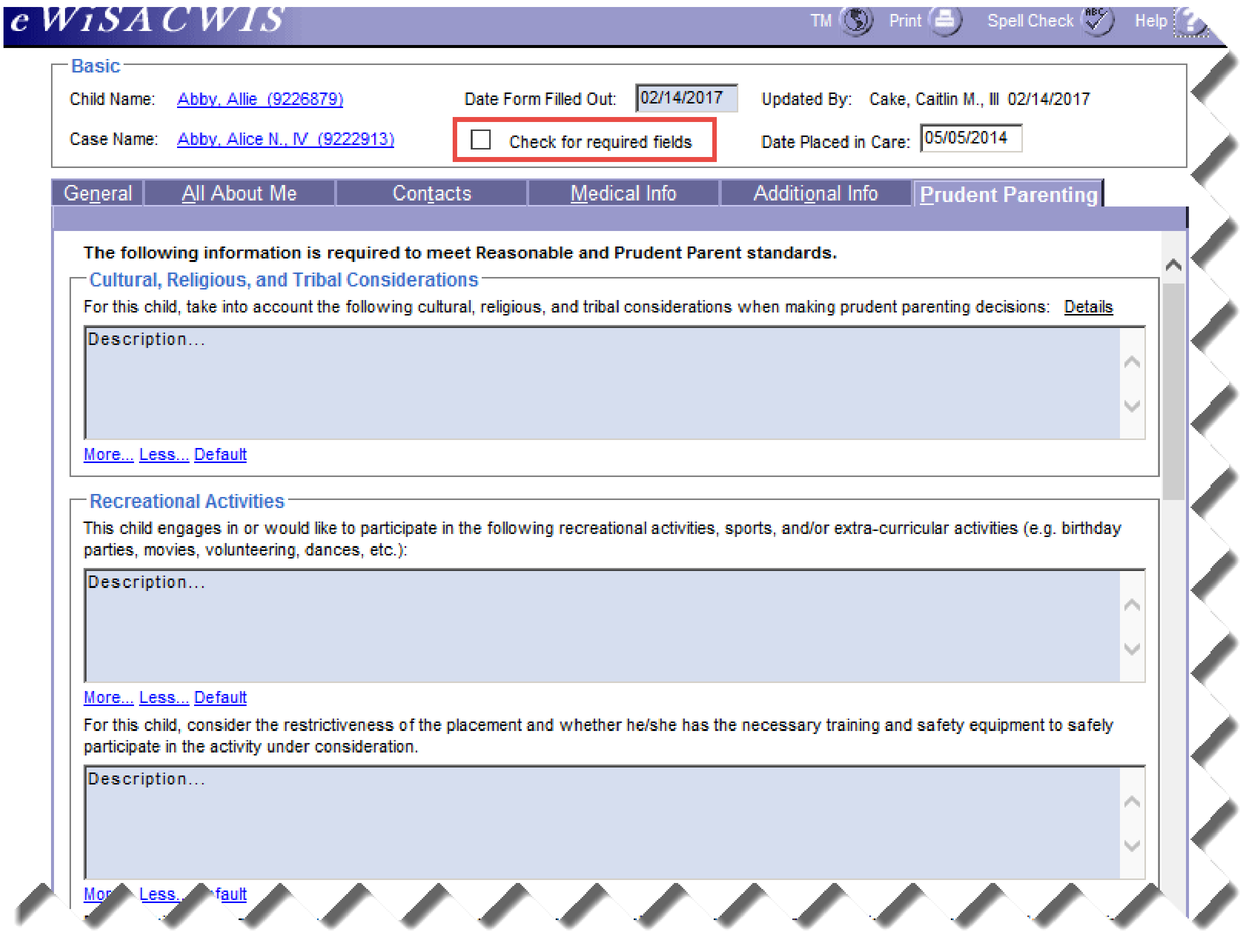
8. The Modify links on the ‘Medical Info’ tab bring the worker to the ‘Medical/Mental Health’ tab of Person Management, as this is where the majority of the information on this page is prefilled from.



9. The ‘Additional Info’ tab mostly prefills from the child’s education history on Person Management. The Modify link brings the worker to the ‘Education’ tab of Person Management.

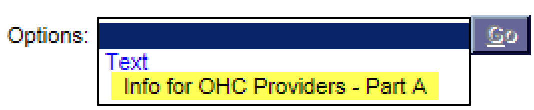


10. All fields on the ‘Prudent Parenting’ tab are user-entered and required.



11. Once all of the tabs on Part A have been completed, check the ‘Check for required fields’ checkbox and click on the Save button. If all fields have been properly completed, the checkbox will remain checked. If not, an error message will display and the checkmark will be cleared from the field.

12. All information contained on Part A prefills into the template that is located in the ‘Options’ dropdown at the bottom of the page. To open and/or print the template, select “Info for OHC Providers – Part A” from the dropdown and click on the Go button.



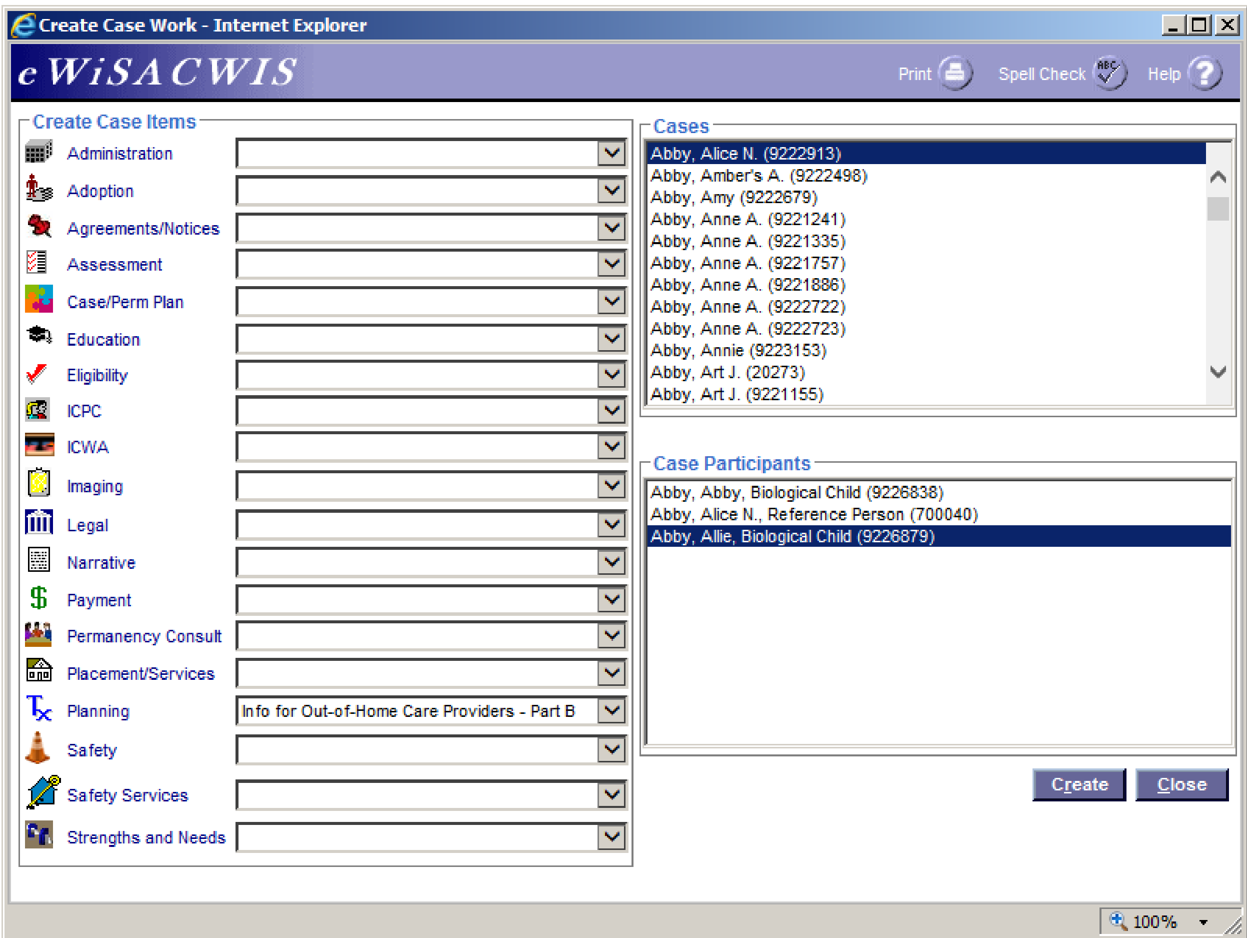
Creating Part B

1. From the desktop, go to Create > Case Work or click the Case Work button. 

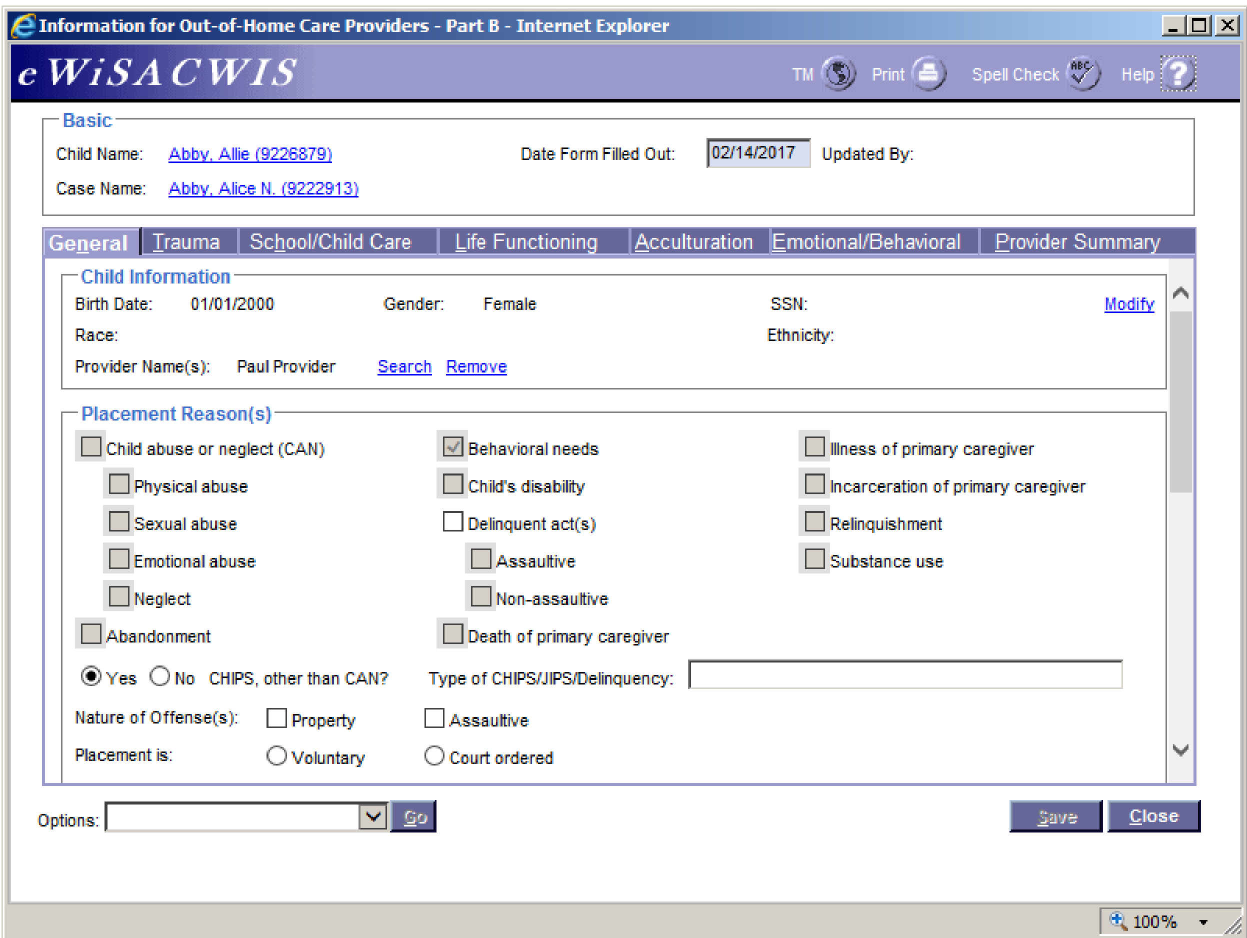
 This will open the Create Case Work page.

2. On the Create Case Work page, select Info for Out-of-Home Care Providers – Part B from the Planning drop-down. Click the appropriate Case and the Case Participant. Click Create.

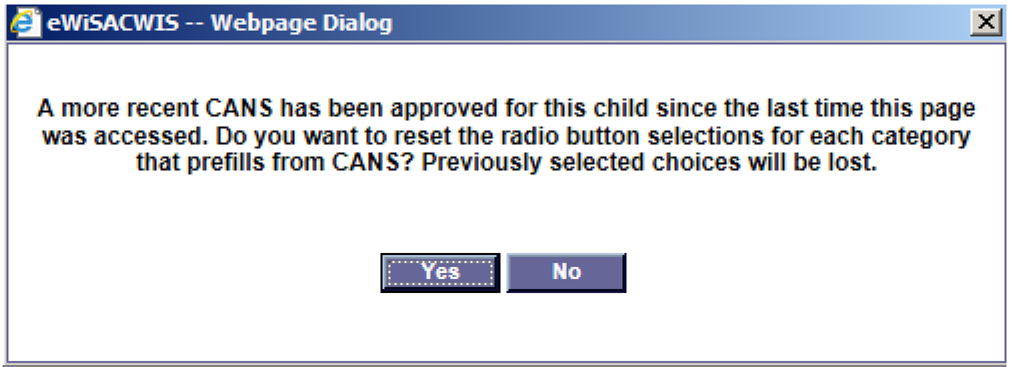
Note: Only one page is created per child. If the child changes placement, the worker should update the page to reflect any additional/updated information. Part B can be created independently from Part A.



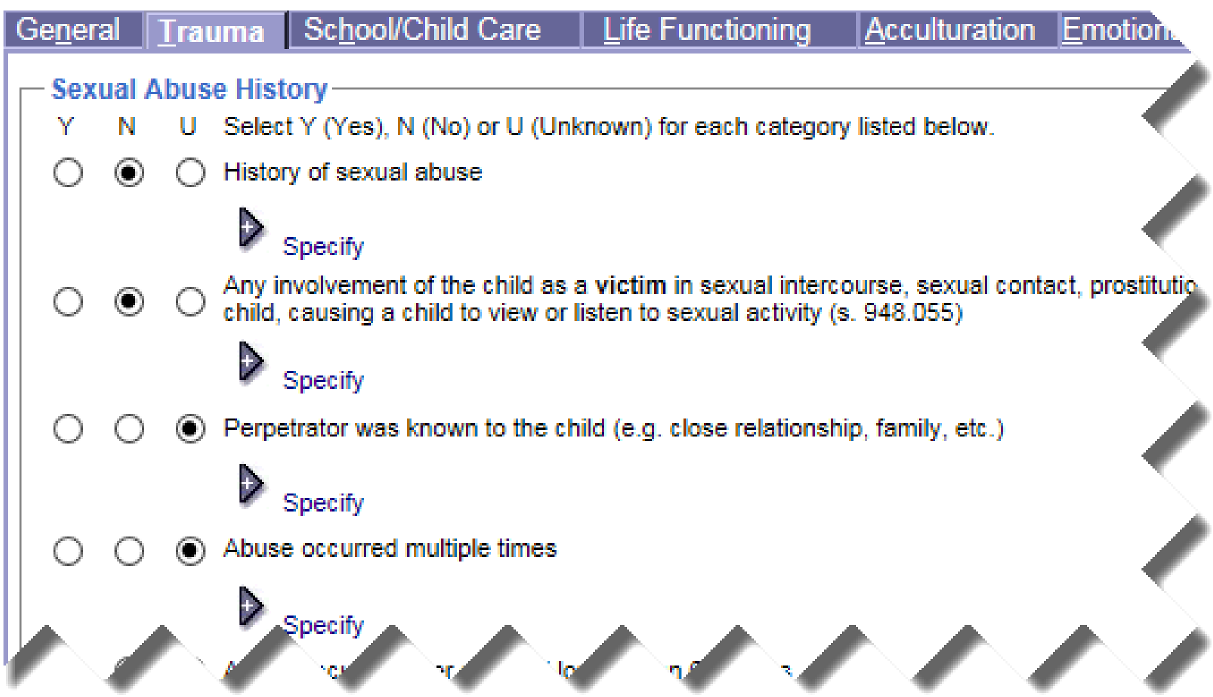
3. Creating the 'Information for Out-of-Home Care Providers – Part B' opens a new page as shown below.
4. Information on each tab is either user-entered or prefilled. Prefilled fields that are disabled (not editable) pull from Person Management for the child. Prefilled fields that are enabled (editable) pull from the most recent qualifying CANS *(approved within the last 12 months)*. To update any information in fields that are disabled (e.g. Physical Description), the worker will need to access and update it via Person Management. Information in fields that are enabled can be edited directly on the online page.
   - To access the child's Person Management page, click the Child Name hyperlink in the Basic groupbox at the top of the page or click the 'Modify' hyperlink in the groupbox where the identified change is needed.

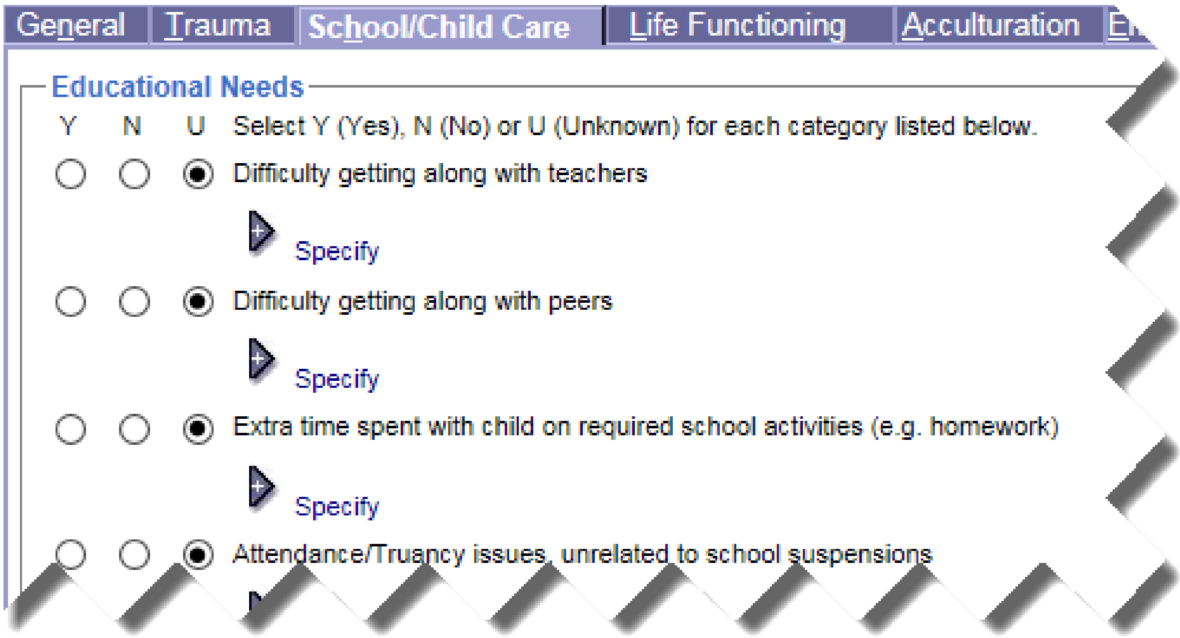


5. If a more recent CANS has been approved after creating and saving Part B, a message will display asking if the new information should update onto Part B. If the user selects Yes, the radio button selections that prefill from the CANS will be updated; however, the narratives will not.

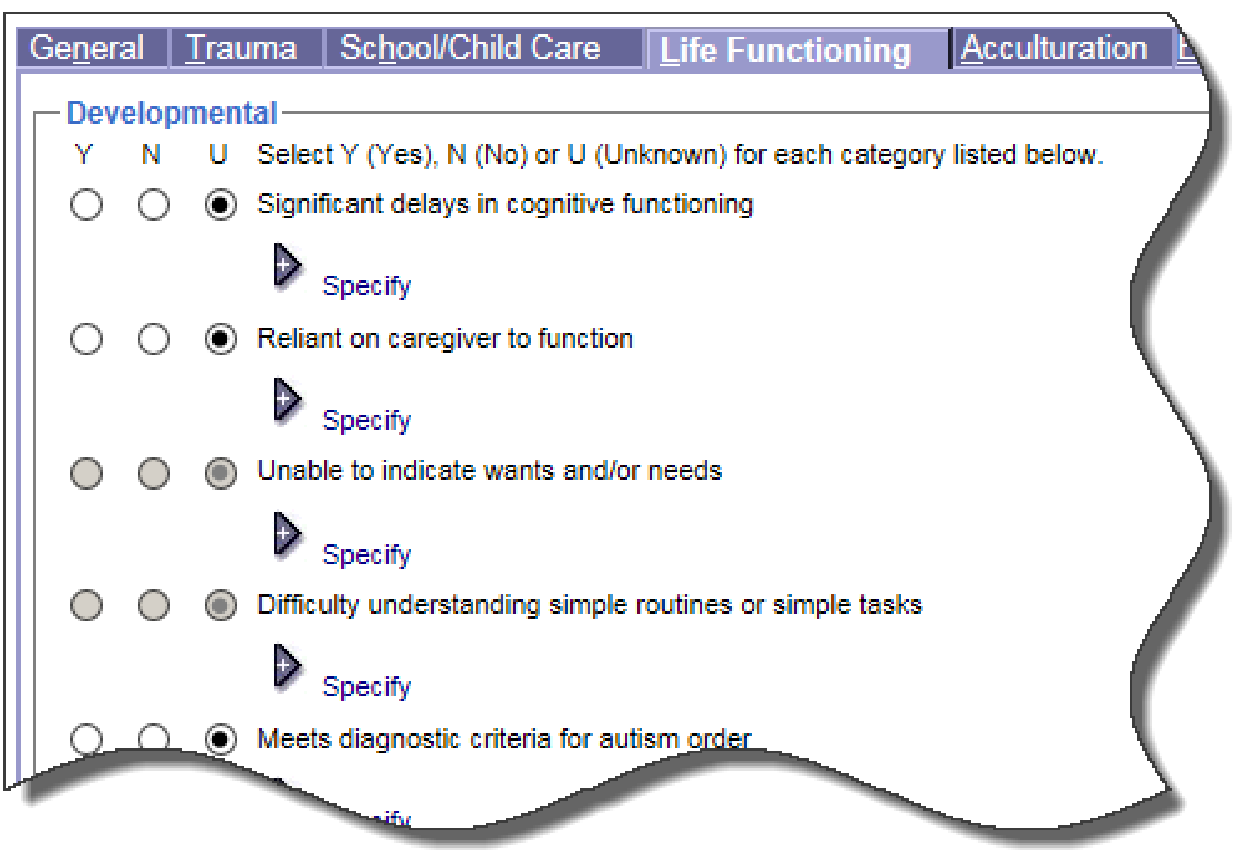


6. All fields on the ‘Trauma’ and ‘School/Child Care’ tabs are prefilled from the CANS and are user-editable.

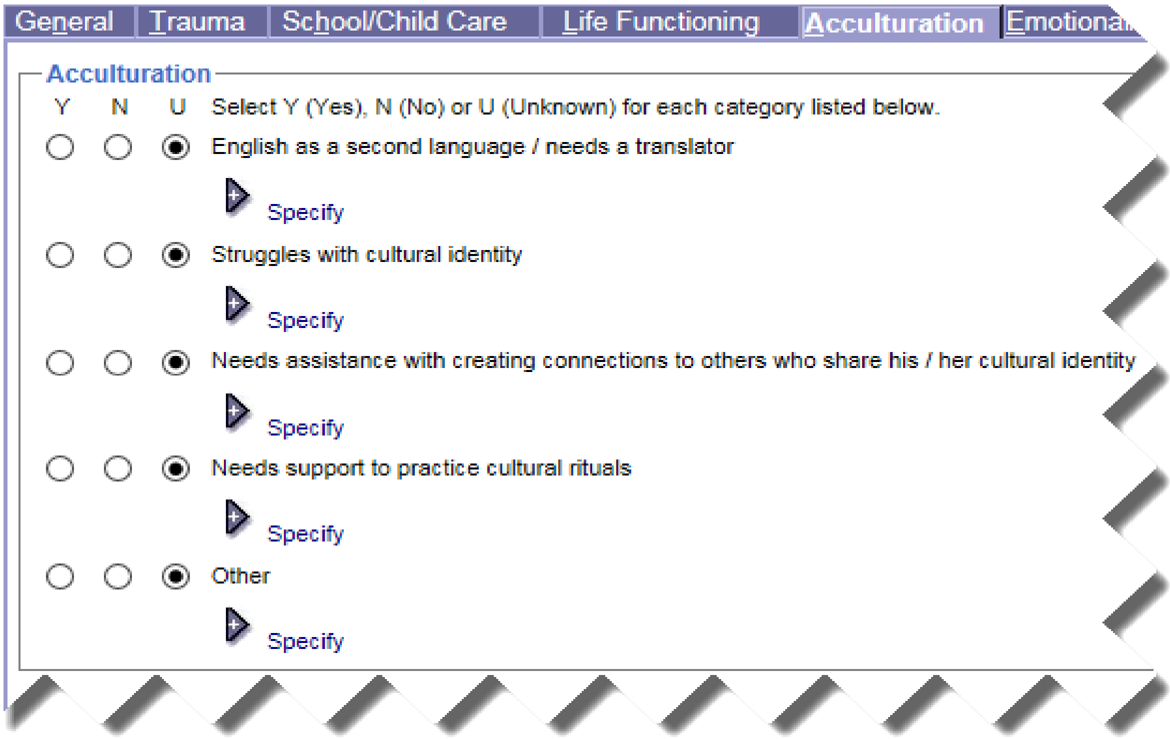




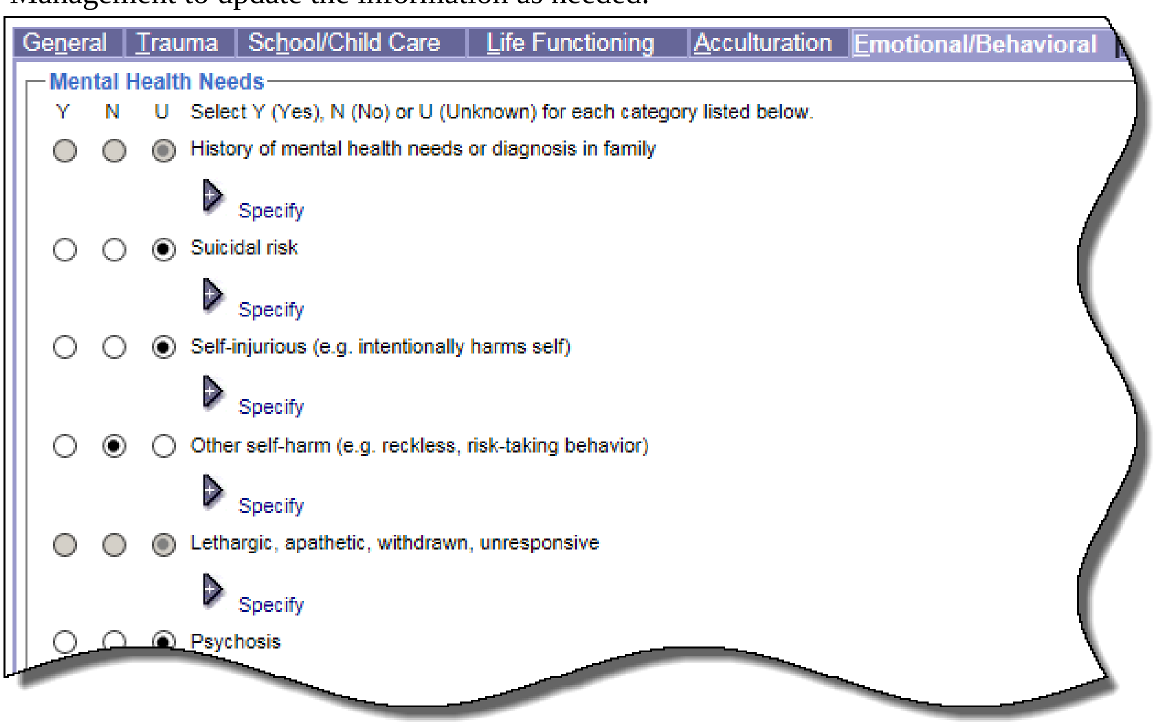
7. Fields on the 'Life Functioning' tab are prefilled from either the CANS or Person Management. The 'Modify' links bring the worker to the appropriate tab of Person Management to update the information as needed.



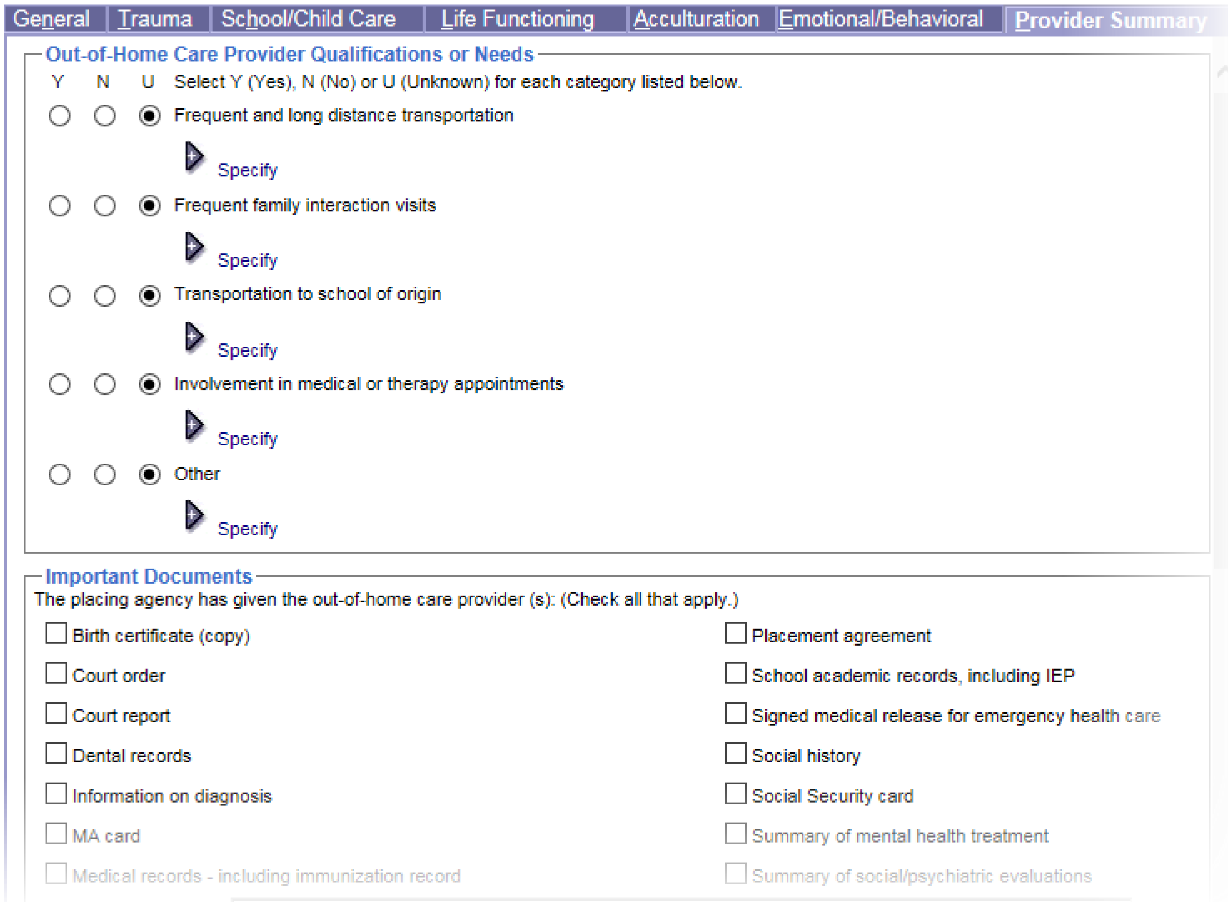
8. All fields on the ‘Acculturation’ tab are prefilled from the CANS and are user-editable.



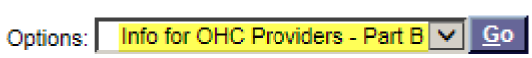
9. Fields on the ‘Emotional/Behavioral’ tab are prefilled from either the CANS or Person Management. The ‘Modify’ links bring the worker to the appropriate tab of Person Management to update the information as needed.



10. All fields on the ‘Provider Summary’ tab are user-entered.



13. All information contained on Part B prefills into the template that is located in the ‘Options’ dropdown at the bottom of the page. To open and/or print the template, select “Info for OHC Providers – Part B” from the dropdown and click on the Go button.



Imaging

If the user wants to document the forms that are printed out and given to the provider, they can upload the documents as images. Two new image types have been created for Part A and B under the “Planning” category.